

## HOT WORK PERMIT PROCEDURE

No employee shall use welding, burning or spark producing tools unless he has been specifically authorized to do so by Operating supervision. The appropriate Department Superintendent must be contacted before a Hot Work Permit can be issued.

Work covered by these rules shall not be started in any building or in any outside area (exclusive of designated area welding shops)/without first obtaining a signed Hot Work Permit. The signatures on the permit shall be that of the Building Head, Plant Shift Superintendent, or Production Manager approving the permit, and that of the Maintenance Supervisor responsible for the required work.

Explosion meter tests shall be made before approving the use of any welding, burning or any other type of spark producing tool or device in any building, in any vessel, or in any outside area, exclusive of designated area welding shops. In addition to the testing of vessels prior to having work performed on them, such vessels which have or could have contained flammable vapors shall be filled with water, or inert gas, or otherwise protected after the vessel is cleaned.

All process lines being worked on shall be freed of material which may incur either an explosion or fire hazard. This may be done by purging the line with water or an inert gas. In addition to purging of lines use explosion meter tests to be certain that no residual hazards exists. All pipelines (eg: process and/or service lines) shall be vented at appropriate locations to prevent build up of pressure. Where such lines connect to vessels, the lines shall be blanked at the vessel. In instances where columns, condensers or large diameter vapor lines are attached directly to vessels, they must be determined to be free of flammables, otherwise they must be effectively blanked off or removed from the vessel.

Hot Work Permits shall not be issued for use of an open flame closer than 25 feet of any operating process equipment containing flammables, unless the equipment is effectively sealed from the potential release of any vapors.

Open ditches and trench type open floor sewers shall be flooded with water and water running through the sewer, and the area immediately under the work area covered with suitable materials to keep sparks from entering. Where work is to be done outside near an operating building, the Operating Department shall be contacted concerning ground and ditch contamination.

Hot Work Permit signs, designating the work areas, shall be prominently displayed to indicate hazardous work is in progress.

A fire extinguisher and a water hose with the water running shall be within easy reach of the fire watchman at all times where welding or burning is performed outside of a recognized welding shop. The areas immediately under the work must be thoroughly soaked with water.

Keep heat well away from sprinkler heads as they fuse at 160°F. Sprinkler systems must be operable in all operating areas except new construction before a permit can be issued.

Permit expires at the change of shift, and must be renewed if work continues beyond shift change.

The appropriate Department supervisors must designate the watchman, his location, and provide the necessary fire protection equipment.

NAME: Caba Gerger  
ID NO: R1D00194323  
FIRE LOG: R-1A  
OTHER: \_\_\_\_\_



**HOT WORK PERMIT**  
**CIBA-GEIGY CORPORATION**  
**CRANSTON, RHODE ISLAND**

Nº 2123

NOTE: This form must be properly authorized and posted at the work site before work can be started.

1. The procedure conditions, restrictions and safety requirements must be understood prior to the preparation of this permit.
2. This permit is restricted to the designated area equipment and time limits indicated below.

Bldg.	Floor	Equipment/Area	Date	Permit Valid From		
			/ /8	AM PM	to	AM PM

3. Check and define type of device authorized:

- ☐ Welding ☐ Air \_\_\_\_\_ (type)  
☐ Electrical Device \_\_\_\_\_ (type) ☐ Other \_\_\_\_\_ (type)

4. Description of work: \_\_\_\_\_

5. Work to be performed by: ☐ CIBA-GEIGY Personnel

☐ Outside Contracting \_\_\_\_\_

6. Check precautions to be observed and safety equipment required at job site:

- ☐ Explosion Test Reading  
☐ Chemical & Service Lines Safe and Vented  
☐ Combustibles Removed from Area  
☐ Area Washed Down  
☐ Extinguisher  
☐ Fire or Water Hose Within Easy Reach  
☐ Open Ditches, Trench, Sewer Drains Flooded with Water and Water Running Through Sewer  
☐ Area Covered with Suitable Material to Keep Sparks from Entering  
☐ Fire Watch \_\_\_\_\_ (Signature)

7. Personnel Authorized to Perform the Work:

Mechanic \_\_\_\_\_ Mechanic \_\_\_\_\_  
Mechanic \_\_\_\_\_ Mechanic \_\_\_\_\_

8. I have inspected the work site and adjacent areas and found them in a safe condition for the job:

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Signatures: BUILDING OR AREA SUPERINTENDENT \_\_\_\_\_  
MAINTENANCE SUPERVISOR \_\_\_\_\_  
CONTRACTOR FOREMAN \_\_\_\_\_

Nº 2123

Bldg.	Floor	Equipment/Area	Date	Permit Valid From		
			/ /8	AM PM	to	AM PM

- ☐ Welding ☐ CIBA-GEIGY  
☐ Electrical Device ☐ Other \_\_\_\_\_  
☐ Air ☐ Outside Contractor